

Freedom of Information request 01/FOI/24/2703
We received your request on the 24/06/2024.

Request

You asked us:

Dear British Transport Police,

Please advise what expenses BTP Special Constables are able to claim, and at what rate these are paid.

Yours faithfully,

We have handled your request under the Freedom of Information Act (FOIA)

Our response:

Below are extracts from BTP's Exp and Allowance Policy:

"Expense claims are non-pensionable and paid without deductions for tax and NI unless otherwise stated".

"Expenses are based on HM Revenue and Customs (HMRC) rules".

"Service charge and gratuities cannot be claimed back".

Schedule of expenses claimed using the E-Expenses system

Expense name	Expense limit (up to) and frequency	Specific criteria
Clothing – Plain Armed Response Vehicle officers	£50.00 – twice a year in a single claim	To purchase civilian clothing as directed by manager
Clothing – Special Movement Officer	£200 – once a year in a single claim	To purchase formal business attire clothing
Evening meal - Overnight stay	£28.00	Can be staying in a hotel or staying with family and friends Not available if hotel booking and the allocated meal allowance in the hotel is used The value of any alcohol expenditure must be deducted from the value of what is claimed Not available during student officer probationary period
Handling or fingerprinting badly burned/ decomposed bodies / unpleasant allowance	£50 per incident As and when incurred	Non-pensionable. Subject to Tax and NI deduction Not taken into consideration for the calculation of overtime

Contaminated clothing	Up to the total value of £55	If any item issued by BTP becomes contaminated for whatever reason whilst a BTP employee is on operational duty, it will be replaced via the normal procedures. If any BTP employee's own clothing and/or footwear become contaminated for whatever reason whilst on operational duty, it may be replaced or repaired up to the total value of £55. Claims must be submitted through Divisions or FHQ Departments for clothing or footwear repair or replacement accompanied by an appropriate receipt using BTP expenses forms. Personal clothing and footwear will be worn at the risk of the owner.
Incidentals	£4.43 for every 24-hour period away. Maximum £17.72 a week, except when attendance is for a week including the preceding Sunday night	There is no entitlement to claim if hotel accommodation is provided. Staying away overnight on a residential training course, or Seconded to a project as a temporary trainer or temporarily deployed to a trainer role, or

	As and when incurred for all days away for training	Staying away overnight owing to police business (meetings/contingency of service) The allowance is not available for substantive trainers The allowance is not available to student officers in their initial training period at a training center (phase one, phase 2 and concourses)
Meals	£10.00 one meal – duty over 5 hours	Prevented during the course of duty from obtaining a meal in the usual way,
	Additional £7.00 for a second meal – duty over 10 hours	Expenditure should be additional to what is normally incurred
	Additional £8.00 for a third meal – duty over 12 hours	The late meal allowance is only applicable if the duty is extended due to exceptional circumstances such as travel disruption or exigencies of duty. The expectation is that the duty has been extended by a number of hours away from your home station.
On-call	£20 per 24-hour period required to be on call when off duty As and when incurred	Available for officer up to Chief Superintendent ranks who are part of an on-call roster Non-pensionable. Subject to Tax and NI deductions Not taken into consideration for the calculation of overtime

Professional subscriptions	Rates vary – once a year or as per payment plan	The subscription must relate to a BTP approved <u>professional organizing and learning society</u> Maximum of two subscriptions per year
Reimbursement of medical charges	Rates determined by as per section 77, 78 or 79 of the National Health Service Act 1977 As and when incurred	Reimbursement of NHS rate charges relating to certain drugs, medicines or appliances and for dental or optical treatment resulting from an injury in the execution of duty; that is not as a result of the officer's error
Uniform & Appearance	As and when incurred	Please refer to the <u>policy</u>
Vehicle mileage	45p per mile home to	Valid and appropriate drivers' licence
	work/work to home	Valid and appropriate road tax
	mileage	Valid MOT certificate
	45p per mile mileage above home to work/work to home	Vehicle is road legal and roadworthy Mileage has been claimed on official BTP business Vehicle is insured for business use

As and when incurred	Has valid and appropriate roadside assistance The journey undertaken should be for business use and not to the normal place of work. The journey should be split to cover the normal home to work/work to home miles (subject to Tax and NI deductions) – and excess business miles (Tax and NI free) In exceptional circumstances i.e., rail strikes; Chief Inspectors and above may approve commuter mileage (taxable). On such occasions the vehicle should be insured for business or commuting travel. Any journey which is less than the normal home to work miles is not subject to Tax and NI deductions.
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“Allowances Rules

An allowance is money that is provided to you for a specific purpose, such as regional allowances. Allowances are generally paid automatically without any need for you to take any action, unless stated. Payment is made through four weekly payroll.

Allowances are generally subject to Tax and National Insurance deductions, unless otherwise stated. Although posting locations may vary, please refer to your contract when referring to relevant regional allowances.

BTP will continue to pay London Allowance and Housing Allowance once an employee hits half pay/nil pay”.

Allowance name	Value and frequency of payment	Specific criteria
Away from Home (Overnight)	£50 per night As and when incurred	Eligible ranks: constable to chief inspector who are held in reserve overnight away from home. Roles not eligible when undertaking core duties: • Special Movements • Dedicated Football Officer

		• MSOC • PSD Investigators • Surveillance / Test Purchase Officers. Overnight accommodation is a single occupancy room with the use of en-suite bathroom facilities Non-pensionable, Tax and NI deductions apply Not taken into consideration for the calculation of overtime Further Overnight Allowance guidance can be found here
Dog Handling	1 Dog = 2,696.00 2 Dogs = 3,367.00 3 Dogs = 4,034.00 4 Dogs = 4,702.00 5 Dogs = 5,423.00 Value increases by 25% for each additional dog Total annual allowance is divisible over pay periods	Appointed and trained to handle one or more BTP dogs and to keep and care for them at their home. If the dog remains with the officer during periods of maternity, adoption, parental leave and sickness absence, where care, grooming and exercise continues. Non-pensionable, subject to Tax and NI deductions Not taken into consideration for the calculation of overtime
Professional Development Officers Tutors	£300 per student police officer £150 per student PCSO (based on the standard PCSO programme duration being half of the PC programme)	Professional Develop Officers must be recognised by L&D PDOs tutoring multiple students can claim per student. Pro Rata payments are permissible for recognised Professional Development Officers who have tutored for periods of over 1 week. Only full weeks will be considered. Non-pensionable, subject to tax and NI deductions
Hardship	£30 per night As and when incurred	Eligible ranks constable to chief inspector who are held in reserve overnight away from home. Held in reserve away from home where a single occupancy room is not provided for during the overnight stay Non-pensionable, subject to Tax and NI deduction Not taken into consideration for the calculation of overtime
Housing	£4,296 pa - stationed within the boundary of London Metropolitan Police Area £3,050 pa - stationed outside the London Area	Immediately before 1 September 1994 was a member of BTP or another force and not on unpaid leave at that time Has at all times after 31 August 1994 been a member of a police force Has not after 31 August 1994 been on unpaid leave.

	£1,062 pa – living in the same accommodation as another BTP employee in receipt/married to another BTP employee in receipt Total annual allowance is divisible over pay periods	A transferee is treated as qualifying if they fulfil the above criteria Paid during normal periods of sickness and annual leave. Non-pensionable, subject to Tax and NI deductions Not taken into consideration for the calculation of overtime
London Police	£4,338.18 pa - higher rate £1,011 pa - lower rate Total annual allowance is divisible over pay periods	Paid to officers stationed in the London area only Paid at the lower rate if in receipt of Housing Allowance Non-pensionable, subject to Tax and NI deductions Not taken into consideration for the calculation of overtime
London Weighting *see section – Temporary Location Allowance	£ 2,886.00pa Total annual allowance is divisible over pay periods	Paid to London based officers only. The relevant locations are found here Payment continues if the force temporarily transferred you out of Division Payment ceases if promoted to a role based in another Division that does not attract this allowance Allowance is pro-rata for part-time officers When in receipt of payments for sickness, maternity and adoption leave the allowance continues to be paid Pensionable, subject to Tax and NI deduction
Overtime	Planned overtime - rate 1.33 per completed 15 mins Casual overtime - beyond 30 minutes but discounted up to four occasions in 1-week (Sunday to Saturday) rate 1.33 per completed 15 mins	Planned overtime on a duty day defined as when required to work on duty past contracted 40 hours Applicable to Constables and Sergeants only Non-pensionable. Subject to Tax and NI deductions
Probationers (Student Officers)	£28.00 per day, week days only	Student officers required to stay in residential accommodation to complete their initial training.
	This allowance is not applicable for home learning days as part of your training.	Allowance is to cover breakfast, lunch, dinner, refreshments expenses The meal expenses must be incurred more than five miles away from the home station
		The student officer is away from the home station for more than five hours The expenditure incurred is additional to what would have been incurred on duty at the home station Non-pensionable, Tax and NI free if all criteria met Not taken into consideration for the calculation of overtime

South East *see section – Temporary Location Allowance	£3,000pa- top tier	Top tier locations: Guildford, Ebbsfleet, Luton, Stevenage, Reading, Oxford, Slough, Milton Keynes, Ashford, Colchester, Maidstone, Southend, Benfleet,
	£2,000pa–middle tier	Middle tier locations: Gatwick, Portsmouth, Southampton, Brighton, Bournemouth
Total annual	£1,000- lower tier	Lower tier locations: Cambridge

allowance Is divisible over pay periods		
	The allowance is to reflect the cost of living, working, and travelling within the South East area Changes to the locations eligible for the allowance must have COG authorization Non-pensionable, subject to Tax and NI deductions Not taken into consideration for the calculation of overtime	
Unsocial Hours	10% actual hourly rate of pay Total annual allowance is divisible over the pay periods	Rank constable to chief inspector Paid in respect of every full hour worked between 8pm and 6am. Non-pensionable, Subject to Tax and NI deductions Not taken into consideration for the calculation of overtime